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UNITED STATES GOVERNMENT PRINTING OFFICE
Washington, D.C. 20401

Government Printing Office Instruction 640.6A

Subject: Pay Systems in the Government Printing Office

1. Purpose. This Instruction sets forth the basic authorities for setting rates of pay within the GPO and describes the various pay systems and schedules in effect. For further information on this agency's pay policy, see GPO Instruction 640.7, Subject: General Pay Administration, or subsequent revisions thereof.
2. Cancellation. This Instruction supersedes GPO Instruction 640.6, Subject: Pay Systems in the Government Printing Office, dated September 9, 1974, and Changes 1, 2, and 3 to that Instruction.
3. Authority. Under provisions of 44 U.S.C. 305 (formerly known as the Kiess Act), the Public Printer sets and regulates rates of pay for employees of the Government Printing Office. This Instruction describes the methods by which this statutory responsibility is carried out.
4. Inquiries. Inquiries concerning the provisions of this document should be addressed to the Director of Personnel.

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GENERAL INFORMATION

1. Authority. The Public Printer sets and regulates rates of pay for employees of the Government Printing Office. Under provisions of Title 44 U.S.C. 305, "...he may employ, at such rates of wages and salaries, including compensation for night and overtime work, as he may deem for the interest of the Government and just to the persons employed..." In determining wages and salaries, the Public Printer is guided by policies of the President and general principles of pay administration expressed in legislation and applied throughout the Government.

2. Wage and Salary Schedules. Government Printing Office employees are paid according to a variety of wage and salary schedules. In general, however, these schedules are determined by two basic methods:

a. Wage negotiations between the Public Printer and representatives of various employee groups;

b. Administrative adoption by the Public Printer of certain executive wage and salary schedules.

Several pay schedules, while not determined directly by these, are modifications or derivations of schedules that have been determined by one of these methods.

The descriptions of wage and salary rates in the following parts of this Instruction are arranged primarily by occupational groups. They define the occupational group, explain by what method rates are determined, and give other pertinent information.

3. Definitions. The following definitions apply wherever found in this Instruction.

a. Administrative Pay Increase. An increase in rate of basic pay, with no change in position or grade, granted administratively. This includes pay raises resulting from wage negotiations and those resulting from the Public Printer's administrative adoption of various executive pay schedules.

b. Anniversary Date. The date marking the expiration of 1 full year (365 days) from the last approved pay raise for a given group of employees.

c. Promotion. The change of an employee to a higher grade or to a position with a higher rate of pay.

d. Rate of Basic Pay. The rate of pay for the position held by an employee before any deductions and exclusive of additional pay of any

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kind. For night shift employees, the basic rate of pay includes the night differential for most purposes. In determining an employee's rate of basic pay, the provisions of the Federal Personnel Manual will generally be followed.

e. Waiting Period. The minimum time requirement of creditable service to become eligible for consideration for within-grade increases.

f. Within-Grade Increase. An increase in an employee's rate of basic pay while continuously employed, with no change in position or grade, by advancing from one rate of a pay grade or level to the next. This includes advancement from one step of a training program to the next.

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JOURNEYMAN PAY

1. Coverage. All journeymen are covered by provisions of this section. A journeyman is defined as a fully qualified worker in an apprenticeable trade. Journeymen in the Government Printing Office fall into two basic categories.

a. Printing and Binding Journeymen

- (1) Bookbinders
- (2) Compositors
- (3) Pressmen (Cylinder and Offset)
- (4) Electrotypes Finishers and Molders
- (5) Offset Photographers
- (6) Offset Strippers
- (7) Offset Platemaker-Strippers
- (8) Photoengravers
- (9) Stereotypers

b. Maintenance Journeymen

- (1) Blacksmiths
- (2) Carpenters
- (3) Electricians
- (4) Elevator Mechanics
- (5) Machinists
- (6) Masonry Mechanics
- (7) Painters
- (8) Pipefitters
- (9) Sheet Metal Mechanics
- (10) Stationary Engineers
- (11) Welders
- (12) Automotive Mechanics
- (13) Electronic Printing Equipment Technicians

2. Wage Determinations. Hourly wage rates are determined in wage negotiations except as noted at b below, between the Public Printer and the unions representing journeymen in the various trades.

a. Wage Negotiations. Under the authority of Title 44 U.S.C. 305 (formerly known as the Kiess Act), the Public Printer negotiates wage rates with the unions representing journeymen in those GPO trades in which 10 or more journeymen, including those in premium positions, are employed. The wages, salaries, and compensation so determined are not subject to change oftener than once a year.

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b. Exclusions. Trades with less than ten journeymen are ineligible for wage negotiations. Under present policy such trades are paid the hourly rate of the GPO trade with the largest number of journeymen (currently the Compositor rate).

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PRINTING PLANT WORKER PAY

1. Coverage. All Printing Plant Workers, Printing Plant Worker leaders, and supervisory Printing Plant Workers. Printing Plant Workers are nonjourneyman wage board employees who perform unskilled or semi-skilled tasks in the graphic arts and in other areas such as warehousing, vehicle and equipment operation, and building maintenance. The Printing Plant Worker Schedule is divided into nonsupervisory, leader, and supervisory schedules.

2. General

a. Nonsupervisory Grades. There are nine nonsupervisory Printing Plant Worker grades. The lowest is 1 and the highest is 10; there is no grade 2. Each grade has three pay steps. Nonsupervisory Printing Plant Worker grades have the prefix "WB." Thus, a grade 5 nonsupervisory Printing Plant Worker position is designated WB-5.

b. Leader Grades. There are seven Printing Plant Worker leader grades. The lowest is 3 and the highest is 10; there is no grade 4. Each grade has three pay steps. The grade of a Printing Plant Worker leader is determined by adding two grades to the grade of the highest graded nonsupervisory Printing Plant Worker he/she leads. For example, a grade 6 leader would lead WB-4 Printing Plant Workers. Grades of Printing Plant Worker leaders have the prefix "WL." Thus, a grade 6 leader position is designated WL-6.

c. Supervisory Grades. There are 15 supervisory Printing Plant Worker grades. Each grade has three pay steps. Grades of supervisors over Printing Plant Workers have the prefix "WS." Thus, a grade 12 supervisory position is designated WS-12.

d. Within-Grade Increases. Movement from one step to the next, called a within-grade increase, occurs automatically according to the following schedule:

(1) From step 1 to step 2 after 26 calendar weeks with no more than 5 days in a non-pay status while in step 1. Any amount of time in a non-pay status in excess of 5 workdays will be added to the required waiting period.

(2) From step 2 to step 3 after 78 calendar weeks with no more than 15 days in a non-pay status during step 2. The waiting period will be extended by any amount of time in a non-pay status in excess of 15 days.

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(3) Leave without pay involving an on-the-job injury will not be counted in determining an employee's total amount of time in a non-pay status.

Within-grade increases are effective at the beginning of the first pay period following completion of the required waiting period.

3. Determining Wage Rates

a. Nonsupervisory and Leader Rates. The Public Printer negotiates the wage rates of the various grades and steps of the nonsupervisory and leader schedules with the union representing employees in those schedules who work in the Central Office and the Laurel, Eisenhower, Farrington, and Franconia complexes. The wage rates of Printing Plant Worker leaders are equal to the wage rates of nonsupervisory Printing Plant Workers at the corresponding grades. Thus, a WL-6, step 1, receives the same pay as a WB-6, step 1.

b. Supervisory Rates. The wage rates of Printing Plant Worker supervisors are not negotiated. The rates for the 15 supervisory grades are set administratively at various percentages of the weighted average of all journeyman printing trade rates in the Government Printing Office.

(1) The wage rate for the second step of each grade is set at the following percentages:

	Percentage of Weighted Average
Grade 1, Step 2	62.5%
Grade 2, Step 2	65%
Grade 3, Step 2	67.5%
Grade 4, Step 2	70%
Grade 5, Step 2	72.5%
Grade 6, Step 2	75%
Grade 7, Step 2	77.5%
Grade 8, Step 2	80%
Grade 9, Step 2	82.5%
Grade 10, Step 2	85%
Grade 11, Step 2	87.5%
Grade 12, Step 2	90%
Grade 13, Step 2	92.5%
Grade 14, Step 2	95%
Grade 15, Step 2	97.5%

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(2) The wage rate for the first step of each grade is set at 96 percent of the step 2 rate developed above.

(3) The wage rate for the third step of each grade is set at 104 percent of the step 2 rate.

c. Cost of Living Adjustment. Employees in Field Printing Offices who are paid on the basis of the Printing Plant Worker schedules are provided a cost-of-living adjustment. The Printing Plant Worker schedules are adjusted in each field area by the cost-of-living percentage above or below the cost of living in Washington, D.C., as determined by the Bureau of Labor Statistics.

4. Promotions. When an employee is promoted, his or her rate in the new grade will be the lowest step that will provide at least 5 cents per hour increase in pay. If such an increase places the employee above step 3 of the new grade, he or she receives the step 3 rate and nothing higher.

5. Reassignment, Transfer, or Reinstatement. Employees reassigned from positions under other pay schedules, transfers from other Federal agencies, or reinstatements to positions paid under the Printing Plant Worker schedule will normally be appointed at Grade 1, step 1. If the employee possesses especially relevant skills, he or she may be placed in a higher grade based upon the recommendation of the appropriate operating official.

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JOURNEYMAN BINDERY WORKER PAY

1. Coverage. All Journeyman Bindery Workers. These employees perform various skilled hand and machine operations in the bindery, including folding, sewing, inserting, gathering, counting, and stripping.
2. Journeyman Bindery Worker Grades. There are four Journeyman Bindery Worker grades, designated 2 through 5. There is no grade 1.
3. Determining Wage Rates. The Public Printer negotiates the wage rates of Journeyman Bindery Workers with the union representing those employees.

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MONOTYPE OCCUPATIONAL GROUP PAY

1. Coverage. Matrix Keepers, Monotype Castermen, Saw Operators, Slide Bank Operators, Sorts Castermen and Spool Deskmen. These employees operate monotype casting machines and perform other related duties.
2. Determining Wage Rates. The Public Printer negotiates the wage rates of the various positions within the monotype occupational group with the union representing employees in these positions.

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DERIVATIVE PAY SCHEDULES

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1. Coverage. Derivative Pay Schedules cover those employees whose pay is set by the Public Printer at a percentage above or below the hourly wage rate of one of the journeyman trades listed on page 3. There are three categories of employees receiving derivative pay: (1) skilled nonjourneymen; (2) employees in premium positions; and (3) apprentices, trainees, and journeymen in cross-training positions. For information on the pay of employees in all of the various GPO training programs, including the apprenticeship program, see GPO Instruction 625.6A, Subject: Training and Career Development, or subsequent revisions thereof.

2. Skilled Nonjourneyman Schedules. These schedules cover employees who, through on-the-job training, acquire special skills which are related to journeyman functions but do not encompass the full range of journeyman proficiency.

a. Card Reproducers. These employees operate small duplicating presses and perform other related processes not requiring journeyman pressman skills. They are paid the following percentages of the Offset Pressman wage rate:

- (1) Card Reproducers - 70%
- (2) Supervisory Card Reproducers - 75%

b. Offset Photographer Assistants. These employees serve under the direction of Offset Photographers. They are paid 70% of the Offset Photographer wage rate.

c. Offset Press Feeder/Assistants and Offset Press Assistants. Offset Press Feeder/Assistants assist Offset Pressmen in the operation of a single-color press with dual operating controls and serve as the second employee on two-color or perfecter presses. They are paid 65% of the Offset Pressman wage rate. Offset Press Assistants serve primarily as the second employee on two-color or perfecter presses. They may also be temporarily assigned to any pressman duties in the Offset Press Section under the guidance of qualified pressmen. They are paid 70% of the Offset Pressman wage rate.

3. Premium Positions. These positions require journeyman qualifications and experience in an Office trade, and involve the performance of supervisory or other specialized duties. They are paid at specific percentages above the rate of the journeyman trade to which they are allied. Premiums are expressed as hourly rates or annual rates depending on the position being described. Employees in premium positions receive administrative pay increases at the time that an increase is granted to the related trade.

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a. Determining the Allied Trade. The basic rule in setting pay for premium positions is that the wages are based on those of the highest paid trade supervised, except for Senior Electronic Technicians and the Chief, Electronic Systems Branch, whose wages are based on those of Electricians although they do not supervise Electricians. Generally, the uprate employee supervises employees of only one trade, which automatically becomes the allied trade. In some instances, however, the uprate supervises employees of two or more trades, in which case the "highest paid trade" rule goes into effect.

(1) The uprate always receives an administrative pay increase on the anniversary date of the trade with which he/she has been allied. This means that an uprate will normally receive one pay raise a year, provided that his/her trade remains the highest paid.

(a) If the allied trade is the last of the trades supervised to complete its wage negotiations (and thus its anniversary date comes latest in the year), the uprate's pay will be based thereafter on the pay rate of whichever of the trades supervised is at that time the highest paid. This could be either the trade with which the uprate has previously been allied (if it remains the highest paid) or one of the other trades supervised (if the pay of this other trade has surpassed that of the previously highest paid trade).

(b) If the allied trade's anniversary date is not the latest in the year of all the trades supervised, the uprate will receive a pay increase based upon the new pay rate of the allied trade. On the last anniversary date of all the trades supervised, if the pay of any other trade supervised has surpassed that of the allied trade, the uprate's pay will again be revised upward, based upon the pay rate of the new highest paid trade.

(2) After all the trades supervised have had their anniversary dates and the trade with which the uprate will be allied has been fixed, the uprate's pay will continue to be based on that of the allied trade until that trade's next anniversary date.

b. Hourly Premiums. The following formula is used to determine hourly premium rates: (1) multiply the applicable journeyman trade hourly rate by 105% and round to the nearest cent counting one-half cent and over as a whole cent, to determine the base rate; (2) multiply the base rate by the premium percentage for the position and round to the nearest cent.

Table 1 identifies hourly premium positions by title, organizational location, and premium percentage.

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TABLE 1

POSITION	LOCATION	PERCENTAGE
Head Forwarder	Binding	103%
Assistant Group Chief	Binding	105%
Deskman	Binding	105%
Group Chief	Binding	110%
Chief Copy Preparer	Composing	105%
Chief Reviser	Composing	105%
Copy Preparer in Charge	Composing	105%
Head Compositor in Charge	Composing	105%
Head Copy Editor	Composing	105%
Head Deskman	Composing	105%
Head Imposer in Charge	Composing	105%
Linotype Machinist in Charge	Composing	105%
Head Linotype Operator in Charge	Composing	105%
Head Printer-Proofreader	Composing	105%
Head Referee	Composing	105%
Maker-up in Charge	Composing	105%
Chief, Type Storage Unit	Composing	105%
Assistant Machinist in Charge (Monotype)	Composing	105%
Assistant Machinist in Charge (Linotype)	Composing	110%
Head Printer-Proofreader in Charge and Chairman Style Board	Composing	110%
Assistant Group Chief	Electronic Photocomposition	105%
Group Chief	Electronic Photocomposition	110%
Leader	Engineering	105%
Office Decorator	Engineering	105%
Senior Electronic Technician	Engineering	110%
Working Foreman	Engineering	110%
Press Reviser	Press	103%
2d Web Letterpressman	Press	103%
2d Web Offset Pressman	Press	103%
Chief Reviser	Press	105%
Head Letterpressman	Press	105%
Head Offset Pressman	Press	105%
Head Platemaker-Stripper	Press	105%
Press Reviser in Charge	Press	105%
Web Letterpressman	Press	107%
Web Offset Pressman	Press	107%
Group Chief	Press	110%

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Quality Control Pressman	Press	110%
Preservation Bookbinder (Interior)	Production Support	103%
Bookbinder in Charge (Senate)	Production Support	105%
Copy Preparer in Charge (Patent Office)	Production Support	105%
Web Offset Pressman (Internal Revenue)	Production Support	107%
Bookbinder in Charge (Interior)	Production Support	110%

c. Annual Premiums (formerly called Single-Rate Annual Positions).
 The following formula is used to determine annual premium rates: (1) multiply the related journeyman trade hourly rate by 105% and round to the nearest cent, counting one-half cent and over as a whole cent, to determine the base hourly rate; (2) multiply the hourly base rate by 2,080 hours and round to the nearest dollar, counting one-half dollar and over as a whole dollar to determine the annual base rate; (3) multiply the annual base rate by the appropriate premium percentage. Table 2 identifies annual premium positions by title, organizational location, and percentage.

TABLE 2

POSITION	LOCATION	PERCENTAGE
Assistant Foreman	Binding	120%
Foreman	Binding	130%
Machinist in Charge	Composing	116%
Assistant Foreman	Composing	120%
Foreman	Composing	130%
Assistant Foreman	Electronic Photocomposition	120%
Foreman	Electronic Photocomposition	130%
Assistant Foreman	Engineering	120%
Chief, Electronic Systems Branch	Engineering	120%
Foreman	Engineering	130%
Assistant Foreman	Press	120%
Foreman	Press	130%
Enrolling Technical Assistant (Senate)	Production Support	117%
Assistant Foreman (Library of Congress)	Production Support	120%
Foreman (Library of Congress)	Production Support	130%

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POSITION	LOCATION	PERCENTAGE
Assistant Foreman	Engineering	120%
Chief, Electronic Systems Branch	Engineering	120%
Assistant Foreman	Letterpress	120%
Assistant Foreman (Library of Congress)	Office, Production Manager	120%
Assistant Foreman	Offset Press	120%
Assistant Foreman	Offset Plate	120%
Assistant Foreman	Offset Copy Preparation	120%
Assistant Foreman	Offset Negative	120%
Foreman	Binding	130%
Foreman	Composing	130%
Foreman	Electronic Photocomposition	130%
Foreman	Electrotype	130%
Foreman	Engineering	130%
Foreman	Letterpress	130%
Foreman (Platemaking)	Letterpress	130%
Foreman (Library of Congress)	Office, Production Manager	130%
Foreman	Offset Copy Preparation	130%
Foreman	Offset Negative	130%
Foreman	Offset Plate	130%
Foreman	Offset Press	130%

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SINGLE ANNUAL RATE POSITIONS

1. Coverage. This pay system applies only to the two positions listed below, which are called single annual rate positions (formerly called Nonjourneyman Supervisory Positions).
2. Determining Rates of Pay. Each position has an individual rate of pay. New rates of pay are determined by figuring the average percentage pay increase of Printing Plant Workers and increasing the rate of pay of single annual rate positions by the same percentage.
3. Administrative Pay Increases. Generally, new rates of pay for single annual rate positions take effect at the same time as new rates of pay for Printing Plant Workers.

Position	Location
Chief, Delivery Section	Production Department
Assistant Chief, Delivery Section	Production Department

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GENERAL GRADE (GG) PAY

1. Coverage and Authority. All those professional, technical, and administrative personnel who are subject to the Government Printing Office General Grade classification process. By the Public Printer's administrative adoption of certain sections of the Federal Salary Act, these employees are paid according to a schedule of rates fixed for each of 18 grades. Each grade (except GG-18) has a minimum and a maximum basic pay rate and a specific number of within-grade rates.

While not comprehensive, the following paragraphs contain some of the more relevant provisions of the General Grade Pay System.

2. New Appointments. A new appointment with no prior civilian Federal service is made at the minimum rate of the grade to which the employee has been appointed, except for certain shortage occupations designated by the Office of Personnel Management.

3. Position or Appointment Changes. When a GG employee moves into a position by any means other than new appointment, he or she may be paid at any rate of his or her grade which does not exceed the individual's highest previous rate. Highest previous rate means the highest rate of basic pay previously paid to a person while employed as a civilian in the Federal Government.

4. Promotions. Upon promotion, an employee will receive a salary increase at least equal to two within-grade increases. The new pay rate will be that minimum step in the new grade which will provide for the equivalent of two within-grade increases but may not exceed the top step of the new grade. Government-wide time-in-grade regulations are followed in the promotion of all GG employees. In general, this requires that an employee at the GG-6 or higher level serve at least 1 year in a position not more than one grade lower than the position to be filled. In certain occupations classified at two-grade intervals, an employee must have served at least 1 year in a position not more than two grades lower than the position to be filled.

5. Within-Grade Increases. An employee, to be eligible for a within-grade increase, must meet the following requirements:

a. He or she must have served the required waiting period for advancement to the next higher rate;

b. He or she must not have received an equivalent increase during the prescribed waiting period; and

c. His or her level of competence must be determined to be acceptable.

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(1) Waiting Period. The length of the waiting period varies with the grade and the step in which an employee is serving. The waiting periods are as follows:

(a) 52 calendar weeks of creditable service to go to steps 2, 3, or 4;

(b) 104 calendar weeks of creditable service to go to steps 5, 6, or 7; and

(c) 156 calendar weeks of creditable service to go to steps 8, 9, or 10.

(2) Extension of Waiting Period. If, while serving the required waiting period, an employee accumulates time in a non-pay status in excess of the amounts specified below, the waiting period will be extended until the first pay period after the employee makes up the excessive time in a non-pay status. Leave without pay involving an on-the-job injury will not be counted in determining an employee's total amount of time in a non-pay status.

(a) For steps 1-4	80 hours
(b) For steps 5-7	160 hours
(c) For steps 8-10	240 hours

(3) Effective Date. Within-grade increases are made effective at the beginning of the next pay period after the employee completes the required waiting period.

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FEDERAL WAGE SYSTEM SCHEDULES

1. Coverage. Those wage board employees in Government Printing Office field activities whose positions are determined by using the job grading standards of the Federal Wage System. This System is used by executive agencies and departments to fix the pay of wage board employees in accordance with prevailing rates in the various areas of the country.
2. General. Wage rates determined under the FWS reflect the general level of rates paid by private employers in a given local wage area for the kinds and levels of work performed by Federal employees in that area. These wage areas are defined by the Office of Personnel Management.
3. Wage Surveys and Schedules. Wage schedules are determined by periodic surveys of private sector wages conducted by a designated Federal agency in each wage area. This agency, usually the primary employer of Federal wage board employees in the local wage area, conducts the surveys, analyzes the data, and issues schedules for the area. The Public Printer adopts FWS schedules in those areas where GPO activities are located. The GPO is not, however, legally permitted to grant retroactive pay increases to employees under the FWS schedules, unlike other Federal agencies where retroactive pay increases are sometimes allowed.
4. Grade Structures
 - a. Locality wage schedules have grade structures as follows:

(1) Nonsupervisory schedule	15 grades
(2) Leader schedule	15 grades
(3) Supervisory schedule	19 grades
 - b. Each job is placed in its proper grade in accordance with FWS job grading standards issued by the Office of Personnel Management.
5. Step Rates
 - a. Each grade of the nonsupervisory, leader, and supervisory schedules has five rates of pay. These rates generally will be set at the percentages indicated in paragraph 5b below. However, the agencies which issue the wage schedules have the authority in certain circumstances to set schedules which do not reflect those percentages precisely. In such a case the GPO will adopt the wage schedule as promulgated by the lead agency.
 - b. In the nonsupervisory and leader schedules the first rate of each grade is 4 percent below the second rate and the third, fourth, and fifth rates are 4, 8, and 12 percent, respectively, above the second

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rate. In the supervisory schedule the first and second rates are 10 and 5 percent, respectively, below the third rate and the fourth and fifth rates are 5 and 10 percent, respectively, above the third rate.

c. Employees without prior civilian Federal service are hired at the first rate of the appropriate grade. With satisfactory work performance an employee advances automatically after the following periods of creditable service:

- (1) Nonsupervisory and leader employees
 - (a) To the second rate after 26 weeks
 - (b) To the third rate after 78 weeks
 - (c) To the fourth rate after 104 weeks
 - (d) To the fifth rate after 104 weeks
- (2) Supervisory employees
 - (a) To the second rate after 52 weeks
 - (b) To the third rate after 52 weeks
 - (c) To the fourth rate after 104 weeks
 - (d) To the fifth rate after 104 weeks

d. The waiting period for advancement from one rate to the next will be extended to make up for any time in a non-pay status in excess of the amounts specified below. Leave without pay involving an on-the-job injury will not be counted in determining an employee's total time in a non-pay status.

- (1) Nonsupervisory and leader employees
 - (a) For the first rate 40 hours
 - (b) For the second rate 120 hours
 - (c) For the third rate 160 hours
 - (d) For the fourth rate 160 hours
- (2) Supervisory employees
 - (a) For the first rate 80 hours
 - (b) For the second rate 80 hours
 - (c) For the third rate 160 hours
 - (d) For the fourth rate 160 hours

6. Promotions. When an employee is promoted, he or she will be assigned to the lowest step rate in the higher grade which exceeds his or her existing rate of pay by no less than one step rate increase of the grade from which the employee is promoted. If there is no rate in the higher grade

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which is at least one step rate increase above the employee's existing rate of pay, he or she will receive the maximum scheduled rate of the higher grade. In no case will the employee's pay be fixed above the top rate (fifth step) of the grade to which he or she is promoted.

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LITHOGRAPHIC WAGE SCHEDULE

1. Coverage. Those wage board employees in the Departmental Service Office and Field Printing Offices whose positions are directly related to printing and duplicating processes.
2. General. The Lithographic Wage Schedule is a special locality schedule. Lithographic wage rates reflect the general level of rates in the Washington area for certain types of positions in printing and duplicating.
3. Wage Surveys and Schedules. The Department of Defense, as the lead agency, conducts periodic surveys of Washington area wages and issues schedules for covered positions in this area. The Public Printer administratively adopts the Lithographic schedule for appropriate GPO employees in the Washington area and modifies it by a cost-of-living percentage for the employees in the same type positions in GPO activities outside Washington. The GPO is not, however, legally permitted to grant retroactive pay increases to employees under the Lithographic schedule unlike other Federal agencies where retroactive pay increases are sometimes allowed.
4. Grade Structures. The Lithographic schedule is composed of 34 grades, each grade containing three steps.
5. Within-Grade Increases. Employees without prior Federal civilian service are hired at the first step of the appropriate grade. With satisfactory work performance an employee advances automatically from step 1 to step 2 in 52 weeks and from step 2 to step 3 in 52 weeks. The waiting period will be extended to make up for any time in a non-pay status of 80 or more hours. Leave without pay involving an on-the-job injury will not be counted in determining an employee's total time in a non-pay status.
6. Promotions. When an employee is promoted, he or she will be assigned to the step rate in the higher grade which will give him or her an increase equivalent to at least one step above the step the employee occupied in the grade from which he or she was promoted. If the employee was in the third step of the grade, he or she will be assigned to a step in the higher grade that gives an increase equivalent to the cents per hour between step 2 and step 3 in the grade from which he or she was promoted. If the application of these rules results in a rate of pay above the third step of the grade to which the employee was promoted, the third step rate will be assigned. In no case will the employee's pay be fixed above the top (third step) of the grade to which he or she is promoted.

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